

ENERGY & ENVIRONMENTAL COMMITTEE

**County Board Room
Thursday, April 10, 2014
9:00 a.m.**

AGENDA

1. CALL TO ORDER
2. APPROVAL OF MINUTES: February 13, 2014 (March meeting was cancelled)
3. PUBLIC COMMENT- Registered Speakers
4. NEW AND UNFINISHED BUSINESS:
 - A) PRESENTATION: Kane County Electric Aggregation Next Steps
 - B) PRESENTATION: Kane County Recycles Update
5. EVENTS – PAST, UPCOMING:
 - A) Kane County Recycling Extravaganza – Saturday, June 14, 2014, 8am – Noon
(See page 5 in the Kane County Recycles Green Guide for further details)
6. PUBLIC COMMENT
7. ADJOURNMENT to: May 15, 2014



April 2014 Update

SOIL SAVER BACKYARD COMPOSTER

- Made for outdoor residential backyard composting
- 50% recycled content, durable polyethylene plastic
- Capacity: 11.5 cubic feet
- Dimensions: 28"W x 28"D x 32"H
- Weight: 27 lbs
- 25 Year Manufacturer Warranty
- Unit is open at bottom to allow beneficial organisms to speed the process of breaking down organic matter into high quality compost
- Black color bin absorbs and retains heat, enhancing the composting process
- Weather resistant construction with UV stabilizers
- Efficient square design, ideal for all backyards
- Well-ventilated, patented system to maintain proper temperature and aerobic conditions
- User-friendly instruction booklet
- Easy to assemble and maintain
- Soil Saver is packaged in one box for easy transporting, shipping, and storage. Box can be composted (Box Size: 23"W x 8"D x 30"H).
- Bin has 2 slide up doors for easy compost removal; 4 sides are interchangeable
- Easy to stir and mix for aerobic decomposition
- Bin does not need to be moved to be emptied
- The ¼ " thick structural foam, black recycled plastic is built to last and hold the heat inside





CINTAS
SECURE TEAM
SHRED, STORE & SCAN DOCUMENTS
CintasTeam.com

Mobile
Shredding
Unit

CINTAS
DOCUMENT MANAGEMENT

Mobile
Shredding
Unit

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KANE
COUNTY

530 BRANCH COURT
CONFERENCE CENTER

540 CIRCUIT CLERK



Kane County RECYCLES

Green Guide

2014-2015

Kane County Division of Environmental Resources

2014 Recycling Event Dates:

Monthly Electronics and Books

Mar 8 | Apr 12 | May 10 | Jun 14 | Jul 12 |
Aug 9 | Sept 13 | Oct 11 | Nov 8 | Dec 13

Quarterly Document Shredding

Mar 8 | Jun 14 | Sept 13 | Dec 13

Annual Recycling Extravaganza

June 14, 2014

See page 4-5 for more details.

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Kane County Recycles Office:

recycle@countyofkane.org
630-208-3841

Kane County Recycles Website:

www.countyofkane.org/recycling

Letter from your Recycling Coordinator: ReThink, Reduce, ReUse, then Recycle.

The average American creates 4.5 pounds of trash every day. My husband and I together make about 4 pounds a week; this is the kind of difference you can make by ReThinking your purchases, buying in bulk to Reduce excess packaging, ReUsing what you can, Recycling everything possible, and Composting food scraps! It is also important to think about the whole footprint of the product. Check out GoodGuide.com to find safe, healthy, green & ethical products based on scientific ratings. Conscious consumerism is the first step.

The best form of waste minimization is to Reduce what we consume; products, fuel, electricity, water. Everything we have is made of substance either extracted from the earth or farmed from it. Buy or take only as much as you need. Avoid single-use plastic items. Instead purchase things that can be used repeatedly and adopt creative ReUse practices! Shop at thrift stores. Share and trade with friends and neighbors. Repair things! As the final resort, what can't be Reused can be Recycled. Please reference information in this guide and at countyofkane.org/recycling to find where and how to Recycle nearly everything! And don't forget to compost your food scraps, returning the nutrients to the soil rather than to a landfill.

Thank you for joining your fellow Kane County Residents in committing to positive changes that Respect and Recover our precious Resources. Every act really does make a difference!

Sincerely, *Jennifer Jarland*, Kane County Program Coordinator

Municipal Waste & Recycling Haulers

Hauler	Contact	City or Township Service Area
Advanced Disposal Services	630-587-8282	Batavia, Geneva, Mill Creek, St. Charles
Flood Brothers Disposal Co	630-261-0578	East Dundee, Pingree Grove
MDC Environmental Services	815-568-7274	Gilberts
Northern Illinois Disposal Svcs	800-930-7321	Virgil Township
Republic Services	630-892-9294	Aurora, Burlington, Carpentersville, Montgomery, Sleepy Hollow, South Elgin, West Dundee, Elgin Township
Waste Management	800-796-9696	Algonquin, Elburn, Elgin, Hampshire, Kaneville, Maple Park, North Aurora, Sugar Grove, Campton & Plato Townships

Note: **Unincorporated County** residents may contract with any of the licensed haulers operating in Kane County. For a full list of contacts, see

<http://www.countyofkane.org/Recycling/Documents/2014LicensedHaulers.pdf>

American Flags: (*drop boxes for old flags*) Ace Hardware, 1901 W Wilson, Batavia, 630-879-1330 & VFW, 645 S River (Rt.25), Batavia, 630-879-9630.

Ammunition and Gunpowder: Riverside Sports, 26 N. Bennett (Rt.25), Geneva, 630-232-7047.

Appliances: Small appliances - Electronics (pg 4). Large household appliances/white goods like washers, dryers, dishwashers, refrigerators, freezers, and air-conditioners - call your waste hauler (pg 1) or The Crusher*.

Batteries (AA, AAA, C, D, 9V): See pg 9.

Batteries (auto): See pg 9.

Bicycles: Go to workingbikes.org or call 312-421-5048 for drop-offs in your area.

Books: See pg 4.

Building Supplies: Habitat for Humanity ReStores in Aurora and Elgin (pg 11).

Carbon Monoxide (CO): Detectors can be disposed of in the trash. (*remove batteries*)

Carpet, Carpet padding: Kane County will be offering free carpet recycling at a Recycling Extravaganza on June 14th (pg 5). For more options and information see Carpet Recycling Is On a Roll (pg 10).

CDs & DVDs and cases, Audio & Video

Tapes, Floppy discs: See pg 4.

Cell phones: Electronics (pg 4) or Batavia Public Library*.

Chemicals, fertilizers, pesticides: See pg 8.

Christmas Trees: Contact your city, township, or waste hauler for information.

Clothing: See Textiles below.

Compact Fluorescent Lightbulbs (CFLs): Drop-boxes at most Ace Hardware, Home Depot, and other hardware stores. Deliver used CFLs in a resealable plastic bag.

Computers and computer equipment: See pg 4.

Cooking Oil: HHW (pg 8) or call Hopkins Grease Company 847-458-1010; they can connect you with local restaurants that have a grease dumpster. Or freeze it and put it in the trash on collection day.

Corks: Wholefoods and Target, some locations. Also see recork.org to find restaurants with drop boxes.

Crayons: SCARCE*.

Dehumidifiers: The Crusher*.

Electronics and Electric appliances: See pg 4.

Eye glasses: Batavia Public Library*. SCARCE*. Lions Club Drop Boxes, lionsclubs.org, 630-571-5466.

Fire extinguishers: If full or empty: HHW (pg 8). If empty: Aurora TriState Fire Protection 630-978-0600.

Fluorescent tube lights: See pg 8.

Foam: See Styrofoam below for hard #6 block foam. For sponge foam or cushion foam found in carpet padding, and foam mattresses or cushions (*must be uncovered, clean and dry*), see the list of drop-offs at swanaillinois.com/carpet/drop-off-locations, under the heading "carpet cushions and supplies".

Food scraps: See Back Yard Composting (p12) and Drop-offs (pg 11).

Furniture, and Household items: Habitat for Humanity ReStore (pg 11). Also Thrift stores.

Gardening plant pots, trays, tags: Drop-off at all Lowes Gardening Centers.

Gasoline: See pg 8.

Hangers, clothes hangers: Many dry cleaners will take these, check with your local cleaners.

Hazardous Waste: See pg 8.

Hearing aids: Batavia Public Library*.

Inkjet cartridges/ Toner cartridges: Electronics (pg 4) or Batavia Public Library*.

Junk Mail: Remove any plastic inserts & recycle the paper. See pg 10.

Landscape Waste: See Yard Waste below.

Latex paint: See pg 9.

Mattresses: Most thrift stores do not receive mattresses. If it is reusable, try listing it on Craigslist.org or freecycle.org. If beyond use, contact your waste hauler (pg 1) for collection. Foam mattresses see Foam listing above.

Medications: See pg 8.

Microwaves: Electronics (pg 4).

Motor Oil: See pg 9.

Needles: See pg 8.

ReUse!

Use craigslist.org or freecycle.org to list unwanted items

Kane County and Beyond

Office, art and craft supplies: SCARCE*.

Oil: See Motor Oil or Cooking Oil.

Packing peanuts: Shipping and packing stores will reuse clean, bagged and unmixed foam peanuts. Call your local stores or contact the Peanut Hotline epspackaging.org, 800-828-2214.

Paint: Oil paint - see pg 8. Latex paint - see pg 9.

Pharmaceuticals: See pg 8.

Phones: Electronics (pg 4).

Phone Books: Place in household recycling. To opt out, see Junk mail (pg10).

Plastic grocery bags and plastic film: See pg 10.

Propane gas tanks: Full or empty: see pg 8. Empty only: Fox Valley Iron & Metal, Aurora, 630-897-5907.

Refrigerators/ Large household Appliances:

The Crusher*, or call your waste hauler for collection (pg 1). ComEd has a take back program for working refrigerators and freezers that are between 10 & 30 cubic feet inside volume, 888-806-2273. They pay you up to \$50 and come get it.

Sharps: See pg 8.

Shingles (Roofing): Advanced Recycling, Batavia, 630-879-3587.

Shoes: See usagain.com or call 630-293-1239 to find a drop-box near you. Also shoe4africa.org.

Smoke detectors: Return used smoke alarm to supplier, address is usually listed in the product warranty or user's manual. First Alert Corp mail-in, 630-851-7330.

Software: Electronics (pg 4).

Styrofoam, polystyrene, styrene: Dart Container Corp, 310 Evergreen Dr., North Aurora, dart.biz 630-896-4631. Drop-Off is open 24/7.

Accepts: block foam #6, clean food containers. NO straws, cup lids, paper, or packing peanuts.

Sump Pumps: The Crusher*.

Syringes: See pg 8.

Can't find your item here?

If you cannot find an item on this list, please check online at countyofkane.org/recycling for the most updated version of the A-Z list, or call 630-208-3841.

Also search earth911.com to find where to recycle nearly anything!

Televisions: Electronics (pg 4).

Textiles: Clothes, shoes, linens, curtains, towels, blankets will be received at the Recycling Extravaganza on June 14th (pg 5). Thrift stores take all reusable textiles. Drop-boxes take worn or torn clothes and textiles as well. **USAgain** has over 25 drop-boxes in Kane, usagain.com, 630-293-1239. Credential Wholesalers has three locations, 630-659-8449.

Tires: Most local tire retailers take back old tires for a small fee. Large quantity, call Treadstone Tire recyclers at 815-726-4644.

Toilets If under 5 years old and reusable, Habitat ReStores (pg 11). If old or broken, contact your Hauler (pg 1) for cost, and please separate the bowl and cistern so it is in two pieces for pick-up.

Windows: If new, complete w/ unbroken, insulated glass (*or under 5 years*), Habitat ReStores (pg 11). If old or broken, contact your Hauler (pg 1) for cost, and please duct tape an X on both sides of glass for pick-up.

X-rays: Cardinal Recycling, 815-416-1499, cardinalrecycling.com/services.html.

Yard waste: See Back Yard Composting (p12), Drop-offs (pg 11), or contact your city, township, or waste hauler (pg 1).

*One-stop Drops

Batavia Public Library 10 S. Batavia Ave., Batavia, IL 60510, 630-879-1393.

Accepts: cell phones, eye glasses, hearing aids, ink cartridges, & toners.

The Crusher 651 W Washington St, West Chicago, IL 60185, autocrusher.com, 630-231-6888.

Accepts: appliances, air conditioners, cars, dehumidifiers, washers, dryers, freezers, lawn mowers, refrigerators, & scrap metal. For large loads, please make an appointment.

Scarce 1799 Roosevelt Rd., Glen Ellyn, scarcecoed.org, 630-545-9710.

Accepts: art supplies, books, crayons, electronics, office and school supplies & small pieces of scrap metal.

Kane County Electronics and Books Recycling

Monthly Recycling Collection Events

Where: 540 S Randall Road, St. Charles • 630-208-3841

When: 2nd Saturday of each month

2014 dates: Mar 8 | Apr 12 | May 10 | Jun 14 | Jul 12
Aug 9 | Sept 13 | Oct 11 | Nov 8 | Dec 13

2015 dates: Jan 10 | Feb 7 | Mar 7 | Apr 11

Hours: 8 am – 12 noon

- **We unload for you:** Please stay comfortably in your vehicle.
- **Responsible Recycling:** Kane County contracts with *eWorks* Electronics Services located in Elk Grove Village, an R2 (*Responsible Recycling*) certified and EPA Registered recycler for electronics collection and recycling services.
- **Data Destruction:** All data stored on computer hard drives will be completely erased or destroyed, so it is not necessary to wipe your drives before recycling at the Event. Note: equipment delivered to drop-offs does not have the same level of security..

- **Large quantities:** Kane County is able to accept small quantities of electronics from businesses at our event. If you have large quantities (3+ pallets) then please contact *eWorks* directly at 847-276-8894 to discuss collection options.

We take **BOOKS** of any age, in any condition, either paperback or hard cover. They are assessed for reuse, redistributed if possible, and the rest are recycled.



Items Accepted

- Answering Machines
- Cable / Satellite Receivers
- Cables & Cords
- Calculators
- Camcorders
- Cameras
- CD Drives
- CDs with cases
- Cell Phones / PDAs
- Christmas / Holiday light strands
- Circuit Boards
- Computers (CPUs, Laptops, Tablet PCs, computer batteries)
- Copy Machines
- Digital Converter Boxes
- Digital Recorders
- DVD Players
- DVDs with cases
- Fax Machines
- Hard Drives
- Keyboards
- Media (software, floppy discs, CDs, DVDs, cassette tapes, VCR tapes, and cases)
- Mice
- Microphones
- Microwaves
- Modems
- Monitors (all types, flat screen or glass tube)
- MP3 Players / Portable Music Players
- Network Equipment (servers, hubs, mainframes)
- Phones
- Postage Machines
- Power Tools
- Printers
- Scanners
- Servers
- Small Home Appliances (blenders, fans, toasters, vacuums)
- Stereos / Receivers
- Switch Boxes
- Tape Drives
- Telecommunications equipment (phones, phone systems, answering machines, intercom systems)
- Toner and Printer Cartridges (must be contained in a bag)
- TVs (all types, all sizes, all ages)
- Typewriters
- Vacuum Cleaners
- VCRs
- VCR tapes and cases
- Video Game Consoles
- Video Game Controllers
- Word Processors
- Zip Drives

Items NOT Accepted

- Large Household Appliances/White Goods (see pg 2 Appliances)
- Extra-large wood speakers (please remove speakers from wooden box, dispose of wood, and bring speaker mechanism and cables for recycling)
- Batteries not contained in equipment (see page 7)
- Household Hazardous Waste (see page 8)

Permanent Electronic Recycling Drop-offs

These free Kane County Drop-offs are self-serve locations. Be prepared to unload into provided areas. Load carefully from back to front - Pack it in like a moving truck!

Batavia Public Works Department

200 N Raddant Road, Batavia, 630-454-2310 **Hours:** Mon-Fri, 8am-3pm

Elgin Habitat for Humanity ReStore

800 N State Street, Elgin, 847-742-9905 **Hours:** W-F, 9am-6pm / Sat, 9am-4pm

Geneva Public Works Department

1800 South Street, Geneva, 630-232-1501 **Hours:** Mon-Fri, 8am-3pm

St. Charles Public Works Department

1405 S 7th Avenue, St. Charles, 630-377-4405 **Hours:** Mon-Fri, 8am-3pm

West Dundee Public Works Department

900 Angle Tarn, West Dundee, 847-551-3815 **Hours:** Mon-Fri, 8am-3pm

Association for Individual Development (AID) Drop-offs

AID has two Training Centers in Elgin and Aurora that provide meaningful work and training to improve the skill levels of people with disabilities for community employment. These centers perform a variety of labor intensive manufacturing tasks for companies in Kane and surrounding counties.

Accepts: Electronics and small household appliances (*No TVs or Monitors*), and household recycling (*We take cans and plastic bottles. No glass or paper, please.*)

Hours: Electronics M-F 9:30am-3:30pm; containers and paper 24/7

Locations:

- 309 W. New Indian Trail Court, Aurora, 630-966-4145
The AID building is east of the school.
- 1135 Bowes Road, Elgin, 847-931-6237

In 2013,
Kane County
residents recycled over
1,630,000 pounds of
electronics and 82,000
pounds of books
through this County
Program!

Kane County 2014 Special Events

Quarterly Document Shredding



Where: 540 S Randall Road, St. Charles • 630-208-3841

When: 2nd Saturdays quarterly | 8 am – 12 noon

2014 dates: Mar 8 | Jun 14 | Sept 13 | Dec 13

What: Free residential document shredding service provides on-site shredding trucks, where you can watch your documents being shredded if you wish. This is for residential material only. No quantity limit.

- Staples, paperclips, spiral bindings, file folders without metal, and cellophane envelope windows are fine to leave in.
- Please REMOVE all binder clips, three-ring plastic binders and any larger metal pieces.
- Please do not bring periodicals, magazines, and other paper that does not contain confidential information.

Annual Recycling Extravaganza

Where: 540 S Randall Road, St. Charles • 630-208-3841

When: Saturday, June 14th, 2014 | 8 am – 12 noon

What: Electronics; Books; Clothes & shoes; Bikes, bike parts & helmets; Sewing machines; Wheel chairs & crutches; 4" fluorescent tubes; Carpet & carpet padding; Latex Paint (small per container recycling fees apply); and Document shredding. **NO Styrofoam** this year sorry. See A-Z list (pg 3).



Other Monthly Collection Events

Village of Montgomery Collection Events

10 Civic Center Ave, Montgomery • 630-896-8080 x1114

Dates: every 3rd Saturday

Hours: 9am-12noon

Accepts: All electronic/electrical items; large and small appliances; batteries; metal; electronics; large and small appliances; books; CDs, DVDs, VHS tapes, floppy discs; shoes; textiles

City of Aurora Electronics Events

Westside Central Garage, 720 N. Broadway Ave., Aurora

Eastside Customer Service Center, 3770 McCoy Drive, Aurora

Contact: Call 630-256-4636 for dates and times.

Accepts: Electronics and small household appliances.

Village of Hampshire Motor Oil Recycling

100 Klick Street, Hampshire, IL 60140

Contact: 847-683-2181 x0

1st Saturday of month, Apr-Oct; 9am-11:30am

Water Wise Corner



The **Water Wise Corner** is a new feature in the KCR Green Guide this year that will provide resources and information about our shared water resources in the County and ideas we can all use as homeowners to help protect the environment, preserve resources for future generations and be **Water Wise!** Did you know that as much as 50% of water used for outdoor irrigation is wasted because of inefficient watering? Practicing smart outdoor water use can:

- Reduce runoff of fertilizers into our lakes and streams
- Reduce the need for costly water system improvements in your community that may be necessary to keep up with peak summer demand
- Reduce your monthly water usage which means more money in your pocket!
- Preserve and protect our groundwater and surface water resources for future generations

We encourage you to take a minute and browse the new Outdoor Water Conservation Manual that can be downloaded from nwpa.us/resource-center.html. The manual is full of great natural lawn care advice. Challenge yourself to try at least one new natural lawn care practice this summer. Together we can make a huge impact on preserving our natural resources!

For more information please contact Jodie Wollnik, Senior Water Resources Engineer: WollnikJodie@co.kane.il.us or 630-232-3499.

Recycling Guidelines

Single-stream recycling guidelines for home & work

Containers

Aluminum Cans and Foil

- Aluminum cans (*please empty, do not crush or flatten*)
- Aluminum foil (*ball clean foil to 2 inches or larger, no flat foil or small balled up foil*)
- Pie plates & trays (*must be free of food*)

Cartons

- Milk and Juice cartons and boxes (*please empty and rinse, do not crush or flatten, plastic nozzles and tabs can be left on*)

Steel/Tin Cans

- Food cans and lids (*please empty and rinse, place lids in the can and lightly pinch the top closed, labels can be left on*)
- Metal paint cans and lids (*must be empty and dry, some dried paint residue is fine*)
- Empty aerosol cans (*nozzles and labels can be left on*)
- Metal lids are recyclable (*place in recycling loose*)
- **NO** utensils, propane tanks, wire hangers, or small appliances

Glass Bottles and Jars

- All colors are accepted (*please empty and rinse, labels can be left on, remove lids and put them in separately, avoid breaking the glass*)
- **NO** window or auto glass, bakeware, ceramics, mirrors, light bulbs, coffee pots or drinking glasses

Plastic Containers

- ♻️ bottles, jars, and boxes (*empty water and soda bottles, food jars, some fruit boxes*)
- ♻️ bottles, jugs, and tubs (*empty milk, juice, laundry detergent, shampoo bottles and tofu tubs*)
- ♻️ buckets and pails (*Buckets up to 5 gallons, pails without the metal handles*)
- ♻️ bottles (*empty health and beauty products, cleaners*)
- ♻️ containers (*empty squeezable containers*)
- ♻️ tubs (*empty cottage cheese, yogurt, margarine tubs*)
- ♻️ Other (*narrow neck containers, plastic buckets such as kitty litter containers*)
- Leave plastic screw-top caps on empty plastic bottles and jars
- **NO plastic bags** (*do not put in the curbside bin, see Plastic Bag Recycling page*)
- **NO plastic film** (*plastic wraps, sandwich bags, freezer bags, tarps*)
- **NO plastic utensils or plates** (*plastic wraps, sandwich bags, freezer bags, tarps*)
- **NO plastic toys or hard plastic packaging**
- **NO** candy wrappers, cereal bags, potato chip bags, or snack bags
- **NO** empty motor oil, pesticide, or chemical bottles
- **NO** ♻️ plastic or Styrofoam, polystyrene (*do not put in curbside bin, but deliver to Dart Container Corp, 310 Evergreen Dr., North Aurora, 630-896-4631, Recycle Drop-Off is open 24/7. Dart accepts: foam blocks, clean food containers. NO straws, cup lids, paper, or packing peanuts. UPS stores will reuse clean, bagged and unmixed foam peanuts.*)

See the A-Z list (pg 2-3) for a list of all the other things you can recycle in Kane County, that don't go in your curbside bin.



Paper



- Newspaper and inserts
- Magazines, catalogs, and phone books
- Office paper, notebooks (*staples, spirals, metal clips are okay*), computer print outs, hanging file folders, pastel colored sticky notes, glossy brochures, index cards, greeting cards, stationary, fax paper, manila folders and envelopes (*cellophane windows are ok to leave in*)
- Junk mail (*please remove all non-paper: plastic cards, magnets, etc*)
- Chipboard/paperboard - cereal, cracker, or frozen food boxes, tissue, shoe, gift, and 6/12-pack boxes, paper towel tubes, and egg cartons
- Cardboard boxes must be flattened and cut to 3' x 3'
- Brown paper grocery bags
- Paperback books (*no hardcover books*)
- Shredded Paper - Loose shredded paper causes major sorting problems in the Recycling Facility, so please find out how your waste hauler recommends packaging it for recycling. Some suggest enclosing it in paper bags, some in clear plastic bags
- **NO** used paper plates or pizza boxes, or fluorescent paper (*they contaminate the paper stream with food, dye, or plastic coating*)
- **NO** paper towels, tissues, or napkins, which are not recyclable because the fibers are too small to reuse (*please compost them with kitchen food scraps if possible*)

Single-stream Recycling

The term “single-stream” simply refers to the fact that it is no longer necessary to separate paper and containers for recycling. You can place all recyclables into the same curbside bin or cart for collection. They are then delivered to a Material Recovery Facility (MRF) equipped to sort out the aluminum, steel, glass, plastic and paper with a combination of machinery and human sorters. The materials are sorted, baled, sent to market, and ultimately are returned to the production cycle as a feedstock for products like recycled-content paper, new aluminum cans, and glass bottles. Plastics are used to create all kinds of things, like carpet, textiles and furniture.

Close the Loop

Buying products with recycled content is the next step in creating a sustainable closed loop system. Look for household paper products like tissues, toilet paper, and paper towels that have recycled fiber content, otherwise they are made directly from trees! Office paper is available with 10% to 100% post-consumer recycled content, which means it was made out of paper that was milled and manufactured, purchased, used, recycled, and then remanufactured, to be used again!

Household Hazardous Waste

Residential HHW Drop-off

Naperville Fire Station #4

Hours: 9am - 2pm every Saturday & Sunday (*except holidays*)
Call Naperville Public Works (M-F) 630-420-6095 for inquiries.
1979 Brookdale Road, Naperville, IL, 60563

Free Pick-up Service (*Limited areas*)

Residents of the following areas may schedule one free collection per year from your home.

- Hampshire, Rutland, Dundee, Burlington, Plato, and Elgin Townships
- Mill Creek Special Service Area
- City of Elgin
- City of Geneva

This service is supported by the County of Kane, the Cities of Elgin and Geneva, and the Villages of Carpentersville, South Elgin, and West Dundee.

Call 1-800-449-7587 or go to
www.WMAtYourDoor.com to schedule a pick-up.

Items Accepted

- Aerosol products
- Antifreeze
- Auto fluids
- Batteries – auto, sump & household sizes
- Blacktop sealer - oil based
- Cleaning products
- Cooking Oil (*Naperville Only*)
- Fire extinguishers (*Naperville Only*)
- Fluorescent bulbs (*tubes and swirled*)
- Gasoline & oil/gas mixtures
- Hobby & photo chemicals
- Lawn chemicals
- Mercury (*thermostats, etc.*)
- Motor oil
- Oil-based paints, stains, & varnishes
- Pesticides, poisons, insecticides
- Pharmaceuticals/medications (*see right*)
- Pool chemicals (*Naperville only*)
- Propane tanks (*Naperville only, up to 20lb.*)
- Solvents

Items **NOT** Accepted

- Latex paint (*see pg 9*)
- Ammunition, explosives or firework
- Biological or medical waste (*dispose as biohazard*)
- Syringes/needles (*see below*)
- Farm machinery oil
- Smoke detectors



Safe Disposal of Sharps/ Needles/ Syringes

*Please never place loose needles or syringes in the trash.
Follow these instructions for safe disposal.*

- Place needles, point-first, into a thick plastic bottle, like a detergent bottle.
- Store sharps in closed container with the lid on.
- Clearly label container “**DO NOT RECYCLE**” with a bold marker.
- When the container is over half full, tape lid on with duct tape and place it in the trash.

Other Resources and Mail-In Programs:

North American Syringe Exchange Network, 253-272-4857, www.nasen.org

Stericycle Mailback Program, Lake Forest, IL, 800-355-8773, www.stericycle.com

Waste Management MedWaste System, 866-699-6466, www.thinkgreenfromhome.com



Medication/ Pharmaceutical Drop-off Locations

**Please do not flush
your medicines down the toilet.**

Expired and unwanted pharmaceutical drugs can be dropped off at the following locations. Both prescription and over-the-counter drugs are accepted.

Take pills and capsules out of original bottles before placing them in a clear resealable bag for delivery.

Batavia Police Department

(*City of Batavia Residents ONLY*)

100 N Island, Batavia, IL 60510

630-454-2500 **Hours:** 7 days, 24 hours

Elgin Police Department

151 Douglas Ave., Elgin, IL 60120

847-289-2500 **Hours:** 7 days, 24 hours

Fox Metro Office

682 Rt 31, Oswego, IL 60543

630-892-4378 **Hours:** M-F 8am-4:30pm

Geneva Police Department

(*City of Geneva Residents ONLY*)

20 Police Plaza, Geneva, IL 60134

630-232-4736 **Hours:** 7 days, 24 hours

Kane County Sheriffs Office, St. Charles

37W755 Il Route 38 # A,

St. Charles, IL 60175 • 630-232-6840

Hours: M-F 8am-5pm

Naperville Fire Station #4

1971 Brookdale Road, Naperville, IL 60563

630-420-6095

Hours: Sat & Sun 9-2pm (*except holidays*)

St. Charles Police Department

(*City Residents ONLY*)

211 N Riverside Ave., St Charles, IL 60174

630-377-4435 **Hours:** M-F 6am-12am;

Sat 7am-5pm; Sun closed

Business Quantity Hazardous Material

Please contact one of the following Certified Hazardous Waste Companies that take business-generated hazardous materials

Clean Harbors

800-645-8265 or 773-645-8265

cleanharbors.com

Heritage Environmental

800-552-5986 • heritage-enviro.com

Veolia Environmental

312-552-2800 • veoliaes.com/en.html

Safety-Kleen

847-468-6600 • safety-kleen.com

Latex Paint

Unlike oil-based paints, which are considered household hazardous waste, today's latex (water-based) paint has a very low level of toxicity. Disposing of it as hazardous waste is unnecessary and very expensive, so most facilities do not accept it. Therefore, the Illinois EPA and Kane County encourage people with unwanted latex paint to use other options.

Buy a smaller can. The best way to reduce waste is by buying only as much as you need.

Use it up. Add an extra coat or paint something else. Use an old piece of cardboard, some scrap lumber, or the inside of your garage. Let the empty can dry and recycle it.

Recycle it. ReStore (800 N State Street, Elgin, 847-742-9905) will receive for free full unused cans of latex paint for reuse. Earth Paint Collection Systems (www.earthpaintscs.com or 847-231-6044) may have locations near you to recycle opened cans of liquid latex paint. Recycle empty paint cans and lids; a thin coating of dried paint on the inside walls and bottom is ok.

Donate or share it. Find a friend or neighbor who needs to paint a small area.

Dry it out. Dried latex paint can be disposed of in your regular household trash. Add kitty litter, sawdust, or shredded paper and stir it in to help the paint dry more quickly. Once solidified, place cans in trash, lids in recycling.

Store it for later. If you want to save the leftover paint for touch-ups, just cover the opening with plastic wrap, and replace the lid securely by hammering it down.



Household Battery Recycling

The best way to reduce waste is to invest in a battery charger and rechargeable batteries. Rechargeable batteries make better use of resources, because you can use them multiple times before recycling them!

To recycle AA, AAA, C, D, and 9V & 12V batteries: first tape over the tops of all 9V & 12V batteries as they are a potential fire hazard, then place used batteries in a clear resealable plastic bag before delivering to the drop-off.

Due to automated disposal truck advances, **Curbside Battery Collection programs** are rarely an option these days. Please contact your waste hauler to enquire whether they will take batteries at the curb. If you are in areas served by the HHW Pick-up Service (pg 8) you can include batteries in that collection. Or deliver them to one of these drop-offs, which are open 24/7 unless otherwise noted.

Batavia Public Works Department

(city residents only)

200 N Raddant Road, Batavia, IL 60510
Go to front desk: M-F 7am-4pm

Elgin Township Highway Garage

725 S McLean Blvd., Elgin, IL 60123

Elgin Fire Station #2

650 Big Timber Rd., Elgin, IL 60123
(1/4 mile West of Route 31)

Geneva Public Works Department

(city residents only)

1800 South Street, Geneva, IL 60134
Go to front desk: M-F 8am-3pm

Pingree Grove Fire Station #4

39W160 Plank Rd., Elgin, IL 60124

South Elgin Fire District Annex

8N709 Stevens Rd., South Elgin, IL 60124

Village of Montgomery Police Department

10 Civic Center Ave., Montgomery, IL 60506

Hours: M-F 7am-6pm

Village of Montgomery-Village Hall

200 N River Street Montgomery, IL 60538

Hours: M-F 8am - 4:30pm

Batteries Plus (rechargeable batteries only)

Elgin & Aurora 800-677-8278

Hours: M-F 8a-8p; Sat 8a-7p; Sun 10a-5p

Used Motor Oil Recycling

Drop-Off Locations

Auto Zone

1283 N Lake St., Aurora

630-966-8940

209 Randall Rd., South Elgin

847-429-1095

Spring Hill Ford

800 Dundee Ave., East Dundee

847-551-1027

Super-Lube

1279 N Lake St., Aurora

630-844-5099

Valvoline Instant Oil Change

2076 W Main St., Batavia

630-406-7956

175 S Randall Rd., Elgin

847-697-1485

For Large Quantities

(100+ gallons) contact:

Future Environmental •

708-479-6900

Heritage Crystal •

708-534-0592 or 847-836-5670

Super-Lube • 630-844-5099



Collection Event

Village of Hampshire

Open to all residents of
Kane County

Street Department Building

100 Klick Street,
Hampshire, IL 60140

Contact: 847-683-2181 x0

Collection events: 1st Saturday of
each month, April-Oct

Event Hours: 9am-11:30am

Accepts: Motor Oil

Motor Oil Pick-up:

Please see Household Hazardous Waste (pg 8) for more information on the pick-up service available in some areas of Kane County.

Auto Battery Recycling

Lead-acid batteries from cars, trucks, boats, can be recycled at any store that sells them, at Home Depot, or at the Naperville HHW facility. See pg 8.



Carpet Recycling is on a Roll



Did you know that if you replace or remove carpet and carpet padding from your home or business, you can choose to responsibly recycle it rather than landfill it? Kane County residents play a vital role in the recycling of carpet.

According to the Carpet America Recovery Effort (CARE), only 7% of used carpet was diverted from landfills in 2011* and turned into new products or used as a fuel source. An estimated 560 million pounds** of carpet is landfilled annually in Illinois; a tremendous waste of a valuable non-renewable resource.

Carpet is mostly made of petroleum-based plastics. By recycling carpet, new products can be made from the plastic. Carpet fibers can be made into products such as new carpet, automobile parts, office furniture, decking, and erosion control systems. Recycling carpet and padding decreases the need to mine more virgin materials, reducing water and energy use.

Most Kane County residents can currently place large items like carpet at the curb for collection by their waste hauler or city for the cost of a number of refuse stickers, or in a few areas for free. Unfortunately, this method only collects carpet for delivery to a landfill. Fortunately, conscientious residents now have the opportunity to divert their spent carpet and padding from the landfill through reuse or recycling!

New un-used carpet or clean area rugs can be taken to:

Habitat for Humanity ReStore

800 North State St., Elgin, 847-742-9905

Recycle carpet or padding at:

K.Hoving Recycling and Disposal

2351 Powis Rd, West Chicago, IL 60185

Contact for drop-off hours and pricing, 630-377-7000

Kane County Collection Event

FREE carpet recycling at the Extravaganza on June 14th (see page 4).

Sources: *Carpet America Recovery Effort: carpetrecovery.org

**2009 Illinois Commodity/Waste Generation and Characterization Study: illinois.gov

Carpet Tips and Reuse Ideas

- Purchase quality Nylon carpet that will last longer and be recyclable at end of life, instead of PET carpet that will last a few years and then is not as easily recyclable at end-of-life due to low quality fibers.
- Ask if your old carpet can be recycled through your retailer and if the carpet you are purchasing can be returned to the point of purchase for recycling at end-of life.
- If used carpet is in good condition, consider having it washed, resized, & seamed for use as door mats, or use elsewhere in the house. Or call the Habitat ReStore at the contact above!

Stop Junk Mail for Good



Reduce your junk mail

in half almost instantly by unsubscribing from the National Direct Mailing Lists and from phonebook and catalog distribution lists via the below links. To eliminate the remainder, call directly any distributors of junk mail as you receive each piece, and ask to be removed from their mailing list and stop junk mail for good!

Removal from Mailing Lists

For free removal from all national lists, unsubscribe online at: www.directmail.com/junk_mail/

To choose which companies you receive mail from:

Visit www.dmachoice.org

To unsubscribe by mail:

send a letter requesting removal from all mailing lists. Include name, address & signature. Enclose \$1 for processing fee, and send it to:

DMA, PO Box 643, Cernel, NY 10512

Opt Out of Phone Books

www.yellowpagesoptout.com

Stop Catalog Mailings

www.catalogchoice.org

Recycling Plastic Bags and Plastic Film

Please do not place plastic bags or film in your household recycling! They are recyclable but only at grocery store drop-boxes. Check your local store for their drop-box and to verify acceptable materials. Please visit www.plasticfilmrecycling.org for more information. **Please Recycle only plastic bags that are clean, dry and empty.**

- Grocery bags
- Retail bags
(hard plastic and string handles removed)
- Paper towel and toilet paper plastic wrap
- Plastic newspaper bags
- Plastic dry cleaning bags
- Ziploc bags (clean, dry, empty bags only & cut the zip strip off)
- All clean, clear bread bags labeled with a #2 or #4



Do NOT Recycle:

The following are considered contaminants and could jeopardize recycling programs:

- NO receipts, deli stickers, or cling wrap
- NO frozen food bags
- NO film that has been painted or has excessive glue
- NO bio-based or compostable plastic bags

Drop-off Locations

Trash, Recycling & Yard Waste

Batavia - Advanced Recycling Transfer Station
Location: 766 Hunter Dr., Batavia, IL 60510
Contact: 630-879-3587
Hours: Sat 6am-10am Only (for Residential drop-off)
Accepts for: **Recycling** - Roofing shingles, household recycling, cardboard, containers, paper, etc.
Reuse - Untreated lumber, pallets, clean wood
Mulching - Yard waste, branches, leaves
Landfilling - Household garbage, treated lumber
Cost: \$25 for mixed acceptable materials up to a quantity equal to a level pickup truck bed-full. This is a Saturday special for Residents, cash or credit card only.

Household Recycling

Association for Individual Development (AID) Recycling Drop-offs the-association.org
Aurora: 309 W. New Indian Trail Court, Aurora, 630-966-4145
AID building is east of the school, bin is on south side of building near overhead garage doors.
Elgin: 1135 Bowes Road, Elgin, 847-931-6237
Please deposit recyclables in AID bin at back of building near dumpsters.
Hours: Open 24/7 for glass, plastic, metal containers and paper drop-off bins: (Call M-F 9:30-3:30).
Accepts: aluminum, cardboard, plastic bottles, plastic bags, scrap metal, cans, and electronics
(no TVs or Monitors)

Carpentersville - Village Hall
Location: 1200 Besinger Drive, Carpentersville, IL 60110
Contact: 224-293-1631
Hours: 24/7
Accepts: All items listed in the Recycling Guidelines (pg 6-7)

Elgin - Waste Management (*Elgin residents only*)
Location: 1225 Gifford Rd., Elgin, IL 60120
Contact: 847-608-7543, www.cityofelgin.org
Hours: M-F 8am-3:30pm
Accepts: All items listed in the Recycling Guidelines (pg 6-7)

Virgil Township - moved to Township Office
Location: 49W181 Winters Rd., Virgil, IL 60151
Contact: 815-827-3383
Hours: 24/7
Accepts: All items listed in the Recycling Guidelines (pg 6-7)

Paper Recycling

Paper Retriever has green parking lot bins throughout Kane County for large quantities of newspaper, office paper, magazines, junk mail. To find a bin nearest you, see (www.paperretriever.com) or call 1-800-874-1301.

St. Charles - RockTenn Paper Recycler
Location: 417 S 37th Ave., St. Charles, IL 60174
Contact: 630-443-3538
Hours: M-F 8-4
Accepts: **Paper Only** Newspaper, cardboard, catalogs, magazines
Payment: Does pay for quantity or consistency

Yard Waste & Organics

Elgin - Midwest Compost/ DuPage Yard Waste
Locations: **Midwest Compost** • 1320 Spaulding Rd., Elgin, IL 60120 • 847-931-2900
DuPage Yard Waste • 1195 W Washington St., West Chicago 60185 • 630-876-8900
Website: www.midwestcompostllc.com
Hours: M-F 7-4 (Open mid-April through mid-December)
Accepts: Clean residential yard waste: Leaves, grass, branches, sod, dirt in brown paper bags, or in bulk.
Cost: \$2/bag or equivalent; cash, credit or check.

Elburn - Erehwon Farm
Location: 40W248 Hughes Rd., Elburn, IL
Contact: 630-485-9963, timf7@yahoo.com
(please email or call to give Tim an estimated arrival time)
Website: www.erehwonfarm.com
Hours: 9-5 including weekends
Accepts: Clean residential yard waste: grass clippings, weeds, leaves, sod, and other non-woody clippings.
No branches, please.
Clean larger tree limbs are accepted for firewood which is used in winter for boiling maple sap.
Food scraps (*no meat*).
Cost: Free of charge
Also: Fresh farm vegetables for sale in season

South of Kane - Green Organics in Kendall County
Location: 1270 E Beecher Rd., Bristol, IL 60512
630-553-6409
Website: www.greenorganicinc.com
Hours: M-F 7-4 (Summer Sat 7-12)
Accepts: Clean residential yard waste: Leaves, grass, branches in bulk. Food scraps (no meat)
Cost: call for pricing

Building Material Re-use

Aurora - ReStore - Habitat For Humanity
Location: 4100 Fox Valley Center Drive, Aurora
Contact: 630-585-5508
Hours: Tu-F 10-8 / Sat 10-6 / Sun Noon-6/ Mon closed
Accepts: Used building materials, furniture, electronics, small appliances

Elgin - ReStore - Habitat For Humanity
Location: 800 N State St., Elgin (Rt 31)
Contact: 847-742-9905, www.habitatnfv.org
Hours: W-F 9-6/ Sat 9-4 / Sun-Tu closed
Accepts: Used building materials, furniture, electronics, small appliances, unused latex paint

Donate: ReStore accepts donated new and gently used home improvement materials (tax deductible) from individuals, contractors, retailers, distributors and manufacturers that may otherwise go into landfills. Please call before bringing materials and understand that ReStore reserves the right to decline the item if it is felt it cannot be resold. We Pick Up!

Purchase: ReStore is open to the general public. Donated home improvement materials are sold at greatly reduced prices and the funds generated support the local home construction of Habitat for Humanity.

Construction and Demolition Waste is mostly recyclable. More info at countyofkane.org/Recycling click on "Construction and Demolition Recycling."

Food Scrap Composting



Soil Saver Compost Bins

What do I need to do to make compost?

Bin or Pile. Some people start with an easy pile, and then move to a bin when they're ready. You can give your pile some structure with chicken wire, snow fencing, or by nailing scrap wood together to make a four-sided box. A pile works great for just leaves and grass clippings, but when you want to incorporate food waste; it's time to use a bin to prevent rodents. Soil Saver bins are a great model because they have a lock on lid. They are bottomless, so they are in contact with the soil, offering access to all of the microorganisms and worms that come up from the soil to help process the scraps into compost.

Space. Select a dry, shady, or partly shady spot near a water source and preferably out of sight for your compost pile or bin. Ideally, the compost area should be at least three feet wide by three feet deep by three feet tall (one cubic yard). This size provides enough food and insulation to keep the organisms in the compost warm and happy and working hard. However, piles can be larger or smaller and work just fine if managed well.

Browns for carbon, greens for nitrogen, air for organisms, and water for moisture. Brown material provides carbon: Paper like shredded pieces of paper, cardboard, and paper rolls; Dry yard waste like dry leaves, small branches, and twigs; Straw, sawdust, and used potting soil. Green material provides nitrogen: Wet yard waste like fresh grass clippings, green leaves, and soft garden prunings; Food scraps like chopped vegetables, coffee grounds, and tea bags. Keep the pile as moist as a wet sponge, adding water as needed.

Source: Backyard Composting guide published by the EPA, can be found on the KCR website www.countyofkane.org/Recycling under "Compost & Yard Waste."

Offered at a discounted price for Kane County Residents, from:

535 S. Randall Road,
St. Charles, IL 60174
630-584-6166

Cost: \$60.00 cash or check please, payable to Kane County Treasurer



This publication has been produced by the Kane County Division of Environmental Resources.

All information in this publication is believed to be accurate and up-to-date.

Any omissions are unintentional.

Additions, updates, or corrections can be referred to the Kane County Recycling Office: (630) 208-3841 recycle@countyofkane.org

Thank you.



Join the state Recycling Association:

If your work is related to recycling in any way, if you have a desire to deepen your involvement, please consider joining the Illinois Recycling Assoc. (IRA), a not-for-profit organization, whose mission is to encourage the responsible use of resources by promoting Waste Reduction, Re-Use, Recycling, and Composting.



The IRA strives to:

- Provide educational leadership through forums, programs, and materials for the exchange of information and ideas;
- Promote waste reduction, re-use, and recycling through public education; and
- Promote market development that encourages sound recycling initiatives.

Kane County Environmental Resources is a

Proud Member of



www.illinoisrecycles.org

Kane County Recycling Extravaganza

FREE* Residential Recycling and Document Shredding Event



When: Saturday, June 14th, 2014 / 8am – 12noon

Where: 540 S Randall Road, St. Charles, IL 60174

What we'll be collecting for reuse or recycling:



- **Electronics** & holiday light-strings (no large household appliances "white goods" or Freon-containing appliances)
- **Books** (any age or condition, hard cover or paperback)
- **Bikes, bike parts, helmets, bike baskets, crutches, wheelchairs, sewing machines**
- **Fluorescent Lamps** (4 foot tubes) from residential sources only; please no CFLs (most hardware stores take them)
- **Carpet** We'll be accepting used residential carpet (and carpet tiles) and 'Rebond' carpet padding (*the speckled kind*) No rubber or felt padding please, as it is not recyclable.
- **Confidential Document Shredding:** for residential use (no businesses please).
 - This service provides on-site shredding trucks, where you can watch your documents being shredded if you wish. This is for residential material only, not for businesses (see list below for business service), thank you.
 - No quantity limit as long as it is residential.
 - Staples, paperclips, spiral bindings, file folders without metal, and cellophane envelope windows are fine to leave in.
 - Please REMOVE all binder clips, three-ring plastic binders and any larger metal pieces.
 - Please do not bring periodicals, magazines, and other paper that does not contain confidential information. Those materials can go in your household recycling bin. See below for more info
- **Latex Paint:** Latex paint is non-toxic but difficult to dispose of because you have to dry it out before placing it in your landfill trash. However, it can be easily recycled into new products with no drying out necessary! Earth Paint Collection Systems will be collecting latex paint for recycling. **No oil based product will be accepted.** Latex Paint will be the **only item that has a recycling fee*** per container, payable by the resident with cash or check.

More to be added. Please check back closer to the event!

What we will NOT be collecting:

- **Oil paint** or other **Household Hazardous Waste** will not be accepted at this event.
- **Tires** and **motor oil** will not be accepted at this event.
- Anything that is not on the list above will not be accepted.
- **No landfill garbage** please.

Questions? Call 630-208-3841 or go to: www.countyofkane.org/pages/recycling

Partners Include: Kane County Environmental Resources, eWorks Electronics Services, Pacesetter Books, Working Bikes, Earth Paint Collection Systems, Midwest Carpet Recyclers, Fluorecycle, and Cintas.

COUNTY OF KANE

DEPARTMENT OF
ENVIRONMENTAL & WATER RESOURCES
Kenneth N. Anderson, Jr.
Manager, KCSSPD

RECYCLING PROGRAMS OFFICE

Jennifer Jarland,
Recycling Program Coordinator



County Government Center

719 S. Batavia Avenue
Geneva, IL 60134
www.countyofkane.org

Departmental Office Phone : (630) 208-5118
Recycling Programs Office: (630) 208-3841
FAX: (630) 208-3837
www.countyofkane.org/Pages/facilities

Subject: Volunteering for Kane County's 2014 Recycling Extravaganza

Date: June 14th, 2014

Thank you for volunteering for this Kane County Recycling Event!

Please review information below and contact Jennifer at recycle@countyofkane.org or 630-208-3841 if you have questions.

Event Organizer: Jennifer Jarland 303-563-9409

Location: 540 S. Randall Rd., St. Charles, IL 60174.

Time: Please arrive and meet at the rear of the building (near the north east corner) at 7:30am.
Plan to finish around 12:15pm. Thank you.

Please bring:

- Dress in layers; expect any kind of weather.
- Rain coat – always a chance of rain, so be prepared for that!
- Hat and sunglasses
- Refillable water bottle

What we will provide:

- Safety vests, gloves, name tags
- Sunscreen
- Donuts, Fruit, Coffee, tea, and water

Job description/ safety:

Lift carefully

You will be helping to unload resident's cars, so there will be some lifting involved. Please be careful while lifting; lift with your knees. Don't overdo it, please. Take a break when you need to! Let the site supervisor know immediately if you are injured.

Please review the attached Severe Weather Plan!

Be familiar with procedures so we can act quickly as needed.

Optional: People at these events always have a lot of questions about where to recycle different things. If you like, you can see our [website](http://www.countyofkane.org) to brush up on your Recycle-Know-How so you can answer questions that residents may ask.

Severe Weather Procedure Plan

for Kane County events at 540 S Randall Rd.

Standard preparation

- Make sure that all tents are securely weighted and secured in case of wind.
- Keep all materials secured and if possible, load Gaylords periodically into the trucks to keep the smallest amount exposed to the weather as possible.

Strong winds

- Stay the course.
- Double check that any tents are securely weighted.
- Be ready for any indication of the following conditions, have radio at the ready.

Thunder and Lightening

- Emergency Management will stop traffic at entrance. If OEM is not staffed at the event, send a staff to stop traffic at the entrance.
- All vendors are to notify the residents in the line (if possible) that we will be stopping service until the lightening passes. Ask them to stay in cars.
- All staff get in cars or trucks to await notification that lightening danger has passed (Be sure to park near your working area).

Tornado warning

Hopefully with decent advance warning, we can do the following at a calm pace.

- Emergency Management will stop traffic at entrance and lead cars off the lot as quickly as possible.
- Stop serving the public immediately. Ask all cars to return home until tornado danger has passed.
- Secure recycle materials. Lock all vehicles and cover all materials to the most reasonable extent possible. Cintas will wheel locked document carts inside the building.
- Our main concern is getting all of the cars off of the County Property or we will have to get all of the residents inside the building!
- Once all public is out of your area, move to the break room inside the building, entering through the back (east) side of the building.
- Remain inside until the threat has abated.